

# **Director of Music Ministry**

## **Holy Trinity Community Church, UCC**

### **Job Description**

**Purpose Statement:** To develop, coordinate and administer effective, well-rounded music ministries at Holy Trinity and provide leadership and supervision of professionals and volunteers involved in those ministries.

**Reports to:** Senior Pastor

#### **Specific Duties:**

- Plans and implements appropriate music for Sunday worship services, and for other special services as required, after consulting with Senior Pastor regarding theme.
- Facilitates the congregation's participation in authentic worship.
- Recruits, develops, mentors, and rehearses volunteer members of the church choir(s), worship teams, and band(s) as applicable.
- Fosters good communication and a strong sense of community among all musicians and vocalists.
- Facilitates the integration of worship teams and music throughout the church (children, youth, adults).
- Plans and produces special musical concerts and/or workshops (examples: fundraiser, talent show, coffee house, Christmas concert). Occasionally contracts with guest musicians to provide special music as necessary. Accompanies and rehearses with guests as needed.
- Coordinates with sound, video, & lighting technicians weekly to plan for worship A/V and lighting requirements. Identifies A/V volunteer training needs and initiates that training.
- Participates in all scheduled staff meetings and staff development times. (Staff meetings are currently scheduled the 2<sup>nd</sup> & 4<sup>th</sup> Sunday of each month immediately following the last worship service.)
- Facilitates and/or performs administrative efforts required for all duties.
- Provides immediate supervision, direction, and performance appraisals for other paid worship staff (i.e., Assistant Music Director, Sound Technician) other than the Senior Pastor.
- Actively interacts with and serves on the Worship Team (comprised of Music, Drama, A/V, Pastor, and usher representatives) and Special Events Team.
- Develops an annual worship ministry plan and budget along with the Senior Pastor. Provides budget requests to Vestry Treasurer and Senior Pastor annually.
- Selects, purchases, maintains, and catalogues music resources and sound equipment, within budget guidelines and restrictions. Provides receipts and other tracking of expenditures to the church accountant.

#### **Required Education & Experience:**

- Minimum of a bachelor's degree in music or 5 years related experience.
- Prefer Experience in:
  - leading congregational worship

- building & leading worship teams (vocalists & instrumentalists)
- building & directing worship choirs
- arranging music for vocals & band
- accompanying vocals and congregational worship
- singing solos and harmonies.

### **Required Knowledge & Abilities:**

- Ability to play instruments to accompany congregational worship. (preferably piano and guitar).
- Ability to read and write musical arrangements.
- Ability to perform and lead various styles of music.
- Ability to recruit, work with, raise up and inspire lay-leaders and teams of volunteers. Ability to create and sustain a strong volunteer culture within a church music ministry.
- High level of overall musicianship.
- Ability to plan, prioritize and manage multiple tasks.
- Ability to communicate effectively and motivate others to accomplish common goals.
- Ability to work independently to accomplish tasks without direction.
- Ability to work cooperatively in a team environment.

### **Other Requirements:**

- Deep commitment to Jesus Christ and a genuine love for worship & Christ's body, the church.
- Demonstrates a Christ-like attitude in performing work and dealing with interpersonal situations.
- Committed to the community of Holy Trinity Community Church and in agreement with Holy Trinity's Statement of Faith and Leadership Covenant.
- Successful completion of background check per the Holy Trinity Safe Church Policy.
- Commitment to spiritual integrity and artistic excellence.

**Work Schedule:** This is a part time, 20 hours per week position to include at least 5 hours each Sunday. (Holy Trinity currently has three Sunday worship services each week at 8:55, 10:15, and 11:35AM.) Additionally, the person filling this position will attend a one hour staff meeting twice a month and will likely spend 3-5 hours each week in choir, band, and/or worship team rehearsals and planning. The schedule for the remaining hours is flexible and will be discussed and determined by the Senior Pastor and the candidate filling the position.